

# **IOC Certification Form Processing Instructions**

## **Background**

Standard Procurement System (SPS) is the cornerstone for the Navy to reach DoD's paperless acquisition goal by the year 2000. The Department of the Navy Component Management Office (CMO) has been tasked by DoD to achieve 3,000 SPS/PD<sup>2</sup> users at Initial Operating Capability (IOC) by 30 September 1998. Since IOC is the first phase and foundation for SPS, the CMO has initiated an intensive program to assist selected Navy sites to reach this goal.

## **Definition of IOC**

A user at IOC is defined as:

- PD<sup>2</sup> installed
- Users trained
- Resident at an activity where the SPS contracting process has been demonstrated as follows:

The site has successfully processed a series of representative contract type transactions. At the following activities, a maximum of five (5) demonstrations is permitted: NAVSEA Headquarters, NAVAIR Headquarters, and SPAWAR Headquarters. All other activities will demonstrate IOC with a maximum of three (3) transactions.

At least one of the transactions must demonstrate the full procurement process including:

- Development and approval of a complete PR,
- Development and approval of a complete solicitation,
- Development and approval of a complete contract with appropriate attachments, clauses and funding certified,
- Development and approval of a contract modification, and
- Development and approval of a delivery order and delivery order modification where appropriate.

At least one of the transactions must be a demonstration of the ability to migrate an existing contract or SAP action into PD<sup>2</sup> including development and approval of a mod or delivery order as applicable. In addition, where SAP is part of a site's business process, those procedures must also be demonstrated.

## **Purpose of this Document**

Your signing the PD<sup>2</sup> IOC Verification Form (enclosure (1)) is acknowledgment that these actions have been accomplished. Below is an explanation of the remaining enclosures:

Enclosure (2), Contract Attachment Form. Complete a form for each contract in the IOC demonstration process. Attach to the PD<sup>2</sup> IOC Verification Form.

Enclosure (3), Demonstration Criteria for IOC 3000, can be used to prepare and demonstrate IOC. Attach to the PD<sup>2</sup> IOC Verification Form.

Enclosure (4), Typical Contract Process Checklist, is to be used for the shell contract scenario, full procurement process, and SAP. Do not attach to the PD<sup>2</sup> IOC Verification Form. Provided as a guideline only.

Please provide the original forms to Mr. Eugene Toni at ASN RD&A, a copy to your major claimant SPS CIMB representative, and Mr. David Kemp at AMS.

The PD<sup>2</sup> IOC Verification Form was not intended to be a stand-alone document so if you have any questions, please contact Nancy Finley at (703) 227-6079 or Ron Grover at (703) 227-4423.

## PD<sup>2</sup> Initial Operating Capability Verification Form

Enclosure 1

## CONTRACT ATTACHMENT

(Complete 1 attachment for each contract demonstrated)

PIIN # \_\_\_\_\_

Contract Specialist \_\_\_\_\_

Code \_\_\_\_\_

Contract Type \_\_\_\_\_

ACTION	PR	SOLIC	AWARD	MOD	DO
DATE COMPLETE					

Number/Type of Attachments:

---

---

COMMENTS:

---

---

---

---

---

---

---

---

---

## Demonstration Criteria for IOC 3000

***Prior to performing contract actions the following minimum items need to be completed:***

- Users installed (can be a partial number of the total users)
- Users trained (can be a partial number of the total users)
- Security Model complete
- Approved Templates defined
- Users loaded
- Procurement profiles
- Authorities assigned
- Naming and numbering conventions defined
- Some Vendors entered, or a strategy has been defined
- SYSADMIN responsibilities defined
- Some applicable organizations loaded
- Standard clause templates defined and installed
- Help Desk authorized callers designated
- Database backup/recovery procedures defined

***The site will be considered to be at IOC by performing contract actions as described below.***

The site must have successfully processed a series of representative contract type transactions. At the following activities, a maximum of five (5) demonstrations is permitted: NAVSEA Headquarters, NAVAIR Headquarters, and SPAWAR Headquarters. All other activities will demonstrate IOC with a maximum of three (3) transactions.

**1. At least one of the transactions must demonstrate the full procurement process including:**

- Development and approval of a complete PR,
- Development and approval of a complete solicitation,
- Development and approval and award of a complete contract with appropriate attachments, clauses and funding certified,
- Development and approval of a contract modification, and
- Development and approval of a delivery order and delivery order modification where appropriate.

**1. At least one of the transactions must be a demonstration of entering and using a shell contract including:**

- Migrating an existing contract or SAP action into PD<sup>2</sup>.
- Development and approval of a mod or delivery order as applicable from this shell contract.

**3. In addition, where SAP is part of a site's business process:**

- Execute one award using SAP in PD<sup>2</sup>.

**4. If remote users on server, the site must demonstrate conductivity by:**

- Executing one of the following actions from a remote user location: development and approval of a complete PR, award contract by SAP, development and approval of a solicitation, or development and approval of either a modification or a delivery order.

# Typical Contract Process Checklist for Demonstration at IOC Sites

## 1. Verification Using "Shell" Contract Scenario

- Selects existing legacy contract(s)
  - At least one contract shell built
  - Use representative contract type
  - But contract type may not be re-selected for both
  - large contract verification scenarios
  - Total contracts built for both scenarios = or < 5 for SYSCOMs
  - Total contracts built for both scenarios = or < 3 for all other Activities
- Builds the base contract's SF 26 and CLINS (Section B) in PD<sup>2</sup>
- Builds remaining base contract sections (Sections C through J)
- using Word attachments
- Generate CLINs and document
- Verifies contract document is legally sufficient
- Issues Mod and/or DO
- Verify processes and outputs are legally sufficient
- Report results to IOC authority
- Site IOC authority signs verification document

## 2. Verification Creating Contract from a PR or Solicitation (duplicating an existing contract)

- Select existing legacy contract(s)
  - At least one contract replicated on PD<sup>2</sup>
  - Use representative contract type
  - But contract type may not be re-selected for either
  - large contract verification scenarios
  - Total contracts built for both scenarios = or < 5 for SYSCOMs
  - Total contracts built for both scenarios = or < 3 for all other Activities
- Either build contract from a purchase request or from a solicitation
- Build SF 33 and CLINs for solicitation
- Verify solicitation is legally sufficient
- Builds the base contract's SF 26 and CLINs (Section B) in PD<sup>2</sup>
- Builds remaining base contract sections using Word attachments (Section C through J)
- Generate CLINs and document
- Verifies contract document is legally sufficient
- Award contract
- Issues Mod and/or DO
- Verify processes and outputs are legally sufficient
- Report results to IOC authority
- Site IOC authority signs verification document

## 3. Site Demonstration Verification (SAP)

- Create PR
- Route and approve PR
- Build SF 18 from the PR
- Verify RFQ is legally sufficient
- Create offer evaluation (if applicable)
- Create and release DD1155
- Verify processes and outputs are legally sufficient
- Report results to IOC authority
- Site IOC authority signs verification document